



Minnesota 3M Settlement – Priority 1 Drinking Water Grant Form for Planning and Design

Purpose of this Grant Form Sample

The MPCA and DNR are ready to provide communities with Settlement funds to begin project implementation. MPCA is providing a grant form that allows communities to access grant funding under the Conceptual Plan. The grant form is available on the Final Drinking Water Supply Plan webpage: <https://3msettlement.state.mn.us/investing-east-metro-drinking-water>. As described in the grant form’s background section, this form is intended for regional, local, and tribal government entities from the communities currently identified in the Conceptual Plan and will focus on grant funding for planning and/or design of capital projects. Note that MPCA will continue to manage the installation and maintenance of POETS for private well owners. In addition, there will be future grant forms that will focus on construction of capital projects and operations and maintenance. Please contact the State at pfasinfo.pca@state.mn.us for instructions on other project types.

This document provides an example of how a community might fill out the grant form, with some additional explanatory information in the text boxes. The State anticipates working closely with communities on these forms. If you have questions or need more information, please contact the State at pfasinfo.pca@state.mn.us.

Once communities initiate the planning and design phase of capital projects using this form, MPCA and DNR will review grant forms to:

1. Ensure that projects and spending are consistent with the Final Plan
2. Request clarification or additional information if needed.

The State and community will then enter into a grant agreement. The community will follow their own process to engage contractors and is expected to provide regular progress and cost updates per terms of the grant agreement.

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Background

The State of Minnesota’s 2018 Agreement and Order (Settlement) with the 3M Company (3M) establishes the 3M Grant for Water Quality and Sustainability Fund. The first priority of the Settlement is to enhance the quality, quantity, and sustainability of drinking water in the East Metropolitan Area; this form focuses on Priority 1 Drinking Water projects.

The Minnesota Pollution Control Agency and the Minnesota Department of Natural Resources developed the Conceptual Drinking Water Supply Plan (Conceptual Plan) to evaluate and recommend a set of projects that provide safe, sustainable drinking water to the 14 communities currently known to be affected by PFAS contamination in the East Metropolitan Area, now and into the future. This grant form will help the State ensure that projects are consistent with the Conceptual Plan and process grant funding requests in a timely fashion. For more information, see our website: <https://3msettlement.state.mn.us/> or [click here](#).

This grant form is for regional, local, and tribal government entities from the communities currently identified in the Conceptual Plan and will focus on grant funding for planning and/or design of capital projects. Future grants will focus on construction of capital projects and operations and maintenance. Other Settlement priorities will be funded at a later time.

The State anticipates working closely with each community to submit these forms. For help or more information about this form or the planning and/or design phase of your capital project, please contact us: pfasinfo.pca@state.mn.us or [click here](#).

Click *Next* to proceed to the grant form instructions.

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Instructions

As noted on the previous page, this grant form is for regional, local, and tribal government entities to plan and/or design for capital projects identified in the Conceptual Plan.

If you have multiple capital projects, please submit one grant form for each project. In addition, if you have separate planning and/or design efforts for a given capital project – such as preliminary design, feasibility or other studies, or final design – please submit separate grant forms.

Fill in all of the required fields in this grant form (indicated with an *).

You may provide supporting project documents at the end of this form (Section E).

If you have any questions, please contact us: pfasinfo.pca@state.mn.us or [click here](#).

Filling out the form

All questions are shown on a single page for readability.

If needed, you can save the form and complete/submit it at a later time. To do this, click the “Save responses” option at the bottom of the page and provide your email in the dialog box. You will then receive an email with a link to finish completing the form at a later date.

You can print or save the form as a PDF document by clicking on the “Print responses” option at the bottom of the page. After you print and review your draft responses, you will need to click on the “Submit” option at the bottom of the page to submit the form.

After you submit the form, you will not be able to review or change your responses. Therefore, please review your responses to questions carefully before submitting. If you realize you made an error after submitting or if you need to make any additional updates after you submit the form, please contact us: pfasinfo.pca@state.mn.us or [click here](#).

Additional note

Your grant form – including your name, contact information, and any associated attachments – is public information and may be made publicly available at any time.

Click *Next* to proceed to the grant form.

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A. Grantee information

1. **Grantee name** (e.g., organizational legal name)*

City of East Metro

2. **Primary contact information*** – all information in this section is required

First name:	Joe
Last name:	Smith
Title:	City engineer
Address:	123 Main Street
City	City of East Metro
State (please provide the two-digit State Code):	MN
ZIP code (please provide the five-digit ZIP Code):	55016
Phone number:	(541) 942-3000
Email:	joe_smith@metro.com

3. **Secondary contact information**

First name:	
Last name:	
Title:	
Address:	
City	
State (please provide the two-digit State Code):	
ZIP code (please provide the five-digit ZIP Code):	
Phone number:	
Email:	

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B. General project information

4. Capital project name*

City of East Metro Water Treatment Plant Preliminary Design Report

5. **Previous SWIFT contract number*** – The State would like to track capital projects as they move through the project phases: the planning and design of capital projects, construction and implementation of capital projects, and operations and maintenance. If this project is a new project that you are planning and/or designing, please enter Not Applicable. If this project is follow-on work from a previous grant, please enter the first SWIFT contract number you received for the project. The SWIFT contract number is available at the top right on the front page of an existing related grant agreement.

Not applicable (if applicable, see location of SWIFT number in grant agreement below).

SWIFT contract number

If this project is follow-on work from a previous grant, please enter the first SWIFT contract number you received for the project. The SWIFT contract number is available at the top right on the front page of an existing related grant agreement.



Grant Agreement

State of Minnesota

Doc Type: Contract/Grant

SWIFT Contract number: XXXXXX

Agency Interest ID: XXXXXX

Activity ID: PRO20XXXXXX

This grant agreement is between the state of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155-4194 (“MPCA” or “State”) and [Grantee Name, Address] (“Grantee”).

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6. **Capital project description*** – Please provide a short project description in 2,000 characters or less, clearly stating the overall project’s objective(s) and project activities.

The City of East Metro currently has PFAS impacts to its existing municipal water system, which serves the majority of their community. This project will develop the preliminary design report for the centralized Water Treatment Plant (WTP) to treat the existing municipal water supply that provides drinking water to the community. Preliminary design efforts will include evaluation of budgetary costs for various treatment processes, locations for facilities and pipe lines, and additional design considerations.

Preliminary design

Preliminary design is one component of the planning and design phase; other planning and design elements might include feasibility studies, community administration or planning efforts, and final designs. Communities will want to ensure that they sufficiently allocate resources for all elements of planning and design as they develop their project in a way that is consistent with the Conceptual Plan.

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7. **Conservation and sustainability description** – Please describe any conservation or sustainability aspects that will be incorporated into your capital project. The State would like to track and report on any additional contributions by the communities toward conservation and sustainability.

The City of East Metro is interested in installing a solar photovoltaic (PV) array at the WTP to offset electric usage at the plant with the potential to have credits left over, as well as conducting a water audit analysis with potential to install leak detection and other control measures, and conducting an community irrigation audit.

Conservation and Sustainability

The planning and design phase may include an evaluation of opportunities for conservation and sustainability efforts as part of the infrastructure projects which could maximize the investment, minimize impacts to groundwater and other resources, and/or build on community water conservation outreach. Potential efforts to be evaluated include energy management (equipment upgrades, operational modifications, and modifications to facility buildings), water loss control, and community conservation programs.

As a reminder, while sustainability and conservation projects are an important part of Priority 1, Co-Trustees are not funding sustainability and conservation projects/efforts at this time but would like to tracking these efforts for potential future planning.

8. **Capital project alignment with Conceptual Plan*** – Please provide a short description of how the overall project aligns with the Conceptual Plan in 2,000 characters or less; see Chapter 9, Tables 9.1 to 9.13, of the Conceptual Plan for details.

The Conceptual Plan proposes a 10,000 gpm WTP for the City of East Metro located in the north well field to treat all municipal wells with an HI ≥ 0.5 (see Table 9.5). This project will provide the preliminary design for the WTP identified in the Conceptual Plan.

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9. **Project location city(ies)/township(s)** (Select all that apply) *

- | | |
|---|--|
| <input type="checkbox"/> Afton | <input type="checkbox"/> Maplewood |
| <input checked="" type="checkbox"/> Cottage Grove | <input type="checkbox"/> Newport |
| <input type="checkbox"/> Grey Cloud Island Township | <input type="checkbox"/> Oakdale |
| <input type="checkbox"/> Denmark Township | <input type="checkbox"/> Prairie Island Indian Community |
| <input type="checkbox"/> Lake Elmo | <input type="checkbox"/> St. Paul Park |
| <input type="checkbox"/> Lakeland | <input type="checkbox"/> West Lakeland Township |
| <input type="checkbox"/> Lakeland Shores | <input type="checkbox"/> Woodbury |

10. **Capital project location** – This information will be used to display the approximate location of the capital project on the 3M Settlement website.

a. **Location description** – Please provide the address, name of a neighborhood, cross streets, or other description of the project location.*

Corner of East Metro Street and Childs Road

b. **Point location of the project site** – Please provide latitude and longitude coordinates in decimal degrees (e.g., 44.964575, -93.086935)

44.92513130163232, -93.0489300170027

11. **Map** – Please upload a map of the project site. Click the icon to attach a map file. When it has uploaded successfully, a unique ID will appear in the box.

12. **Estimated start date for planning and/or design*** – Please fill in the information below

Month (please provide the two-digit month, e.g., 01 for January or 12 for December):	01
Year (please provide the four-digit year):	2022
Additional comments:	

13. **Estimated end date for planning and/or design*** – Please fill in the information below

Month (please provide the two-digit month, e.g., 01 for January or 12 for December):	05
Year (please provide the four-digit year):	2022
Additional comments:	

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C. Budget

The Conceptual Plan sets aside a budget for professional services. This is calculated as 15% of total estimated capital costs, and includes planning and design, permitting, and construction management. This grant form is for planning and/or design of capital projects only. Because the professional services budget must also cover permitting and construction management, your planning and design budget should be less than your community’s total professional services budget. You can find the professional services estimate in Chapter 9, Tables 9.1 to 9.13, of the Conceptual Plan; for additional detail, please see Appendix E.

Professional services budget

You can find the professional services estimate in Chapter 9, Tables 9.1 to 9.13, of the Conceptual Plan. For example, tables 9.2a and 9.10 show that the professional services budget for Cottage Grove is \$6.76M and for Prairie Island Indian Community is \$0.77M.

Capital project category	Details for Cottage Grove	Estimated cost
Capital and O&M for POETSS installed since the Settlement	32 existing POETSS	
Estimated new GAC POETSS	49 estimated new POETSS	
Treatment on municipal wells	2 WTPs and 1 sewer line to	
New wells and well modifications	1 replacement well for well SCADA upgrades for 9 wells	
Distribution system	3.7 miles of raw water main and home connections (i.e. distribution line to grange)	
Land acquisition	12.3 acres for treatment plants and easements for mains	\$4,429,510
Stormwater compliance	Stormwater costs 5% of linear and facility projects	\$1,691,733
Other	Municipal well sealing and demolition; private well sealing; existing GAC POETSS removal; City connection fees	\$2,161,800
Contingency	25% added for contingency	\$11,264,553
Professional services	15% added for professional services	\$6,758,732
Total capital		\$63,237,496

Capital project category	Details for Prairie Island Indian Community	Total cost in the Final Plan
Treatment on municipal wells	1 WTP	\$1,734,956
New wells and well modifications	Well upgrades to 1 well	\$113,250
Distribution system	1.66 miles of mains; 80 home connections (i.e., service laterals); 1 60k gallon storage tank	\$2,022,610
Land acquisition	1.5 acres for WTP site and easements for distribution mains	\$211,702
Stormwater compliance	Stormwater costs 30% of linear and facility projects	\$1,043,270
Contingency	25% added for contingency	\$1,281,447
Professional services	15% added for professional services	\$768,868
Total capital		\$7,176,102

Appendix E provides additional details about each community’s budget.

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14. **Estimated planning and/or design costs*** – Please fill in the information below and, at a minimum, round to the nearest thousand dollars

Total planning and/or design cost	\$2,050,000
Amount requested from 3M Settlement	\$2,050,000
Amount provided by recipient or others due to non-Settlement related costs – see Section 6.1.2 of the Conceptual Plan for a description of items determined ineligible for Settlement funding.	\$0

15. **Budget breakdown for amount requested from 3M Settlement for planning and/or design*** – please provide costs as applicable and, at minimum, please round to nearest thousand.

City costs for planning, reviews, and administration	\$150,000
Consultant costs for preliminary design, feasibility or other studies, or final design	\$1,900,000
Other costs	\$0
Total	\$2,050,000

If you are requesting funding for other costs, please specify what is included in your other costs:

Not applicable

16. **Please upload your detailed budget for planning and/or design*** – click the icon to attach a budget file. When it has uploaded successfully, a unique ID will appear in the box.

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17. Is your requested planning and design budget less than the professional services budget line in the Conceptual Plan? (You can find the professional services estimate in Chapter 9, Tables 9.1 to 9.13, of the Conceptual Plan; for additional detail, please see Appendix E.)*

- Yes
- No

If No, please describe why your project budget differs from the Conceptual Plan.

Sample professional service budget

In this example, the professional services budget line for the City of East Metro was \$6M in the Conceptual Plan, which is intended to cover planning and design, permitting, and construction management for all of the City of East Metro's capital projects.

This preliminary plan report budget of \$2M provides sufficient funding for this effort and reserves \$4M. The reserved \$4M can be used for other planning and design efforts for this WTP project (e.g., feasibility studies, community administration and planning, and final design) as well as permitting and construction management of this WTP project. The reserved \$4M can also be used for the planning and design, permitting, and construction management of the other City of East Metro capital projects.

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D. Conflict of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to requesters and reviewers in accordance with [Minn. Stat. §16B.98](#) and the Minnesota Department of Administration’s [Conflict of Interest Policy for State Grant-Making](#).

Individual or organizational conflicts of interest occur when:

- A grantee or requester is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee’s or requester’s objectivity in carrying out the grant is or might be impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the grantees or requesters will be notified and actions may be pursued, including but not limited to development of a plan to mitigate the conflict, disqualification from eligibility for the grant award, or termination of the grant agreement.

18. Do you have a relationship to anyone with the Minnesota Pollution Control Agency or Minnesota Department of Natural Resources that would prevent their ability to objectively evaluate your request?*

- Yes
 No

If Yes, please provide a list of all entities with which you/your organization have relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for project funding. The list should indicate the name of the entity, the relationship, and a discussion of the potential conflict.

19. What was your role in creating this grant request – Understanding your role in this process, such as a city engineer or consultant, will help the State better understand the potential for conflict of interest.)*

I entered the data into this grant form.

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20. List any others who contributed to this grant form as a collaborator or advisor.*

The City of East Metro Water Department coordinated in drafting responses for this grant form, including Jane Doe. In addition, the Water Department’s consultant, Metro Water Support, assisted with collaborating on the grant form.

E. Supporting documents

21. Upload supporting documents – Please attach any other supporting documents, such as reports, designs, etc. All uploaded documents must be less than 10MB for this platform, but you can upload up to 6 documents below. If you need to share additional supporting documents, please contact us: pfasinfo.pca@state.mn.us or [click here](#).

F. Additional comments

If you have any additional comments, please provide them here in 2,000 characters or less.

Notes: This is the end of the list of questions.

Please take this opportunity to review your answers. You can print the form by clicking on the “Print” option at the bottom of the page. After you review and/or print your draft responses, you will need to click on the “Submit” option at the bottom of the page to submit the form. Once you hit “Submit” you will not be able to change or edit answers.

Once you submit your form, you will be directed to a webpage that indicates your form was successfully submitted. If you are not directed to the submission webpage, please contact us: pfasinfo.pca@state.mn.us or [click here](#).